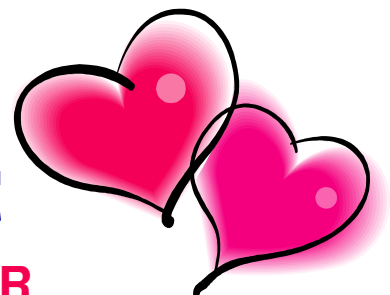




# The Magnet

## ENCOMPASS NEWSLETTER



Issue 3

January 25, 2007

---

### In This Issue:

- 1 Project Update
  - 2 Focus on Internal Control Part 2
  - 3 Support & Training
  - 4 Where to Find More Information
- 

## ENCOMPASS Project Update

### Project Implementation Timeline

The ENCOMPASS project launched at the beginning of October 2006. Since that date we have completed a detailed analysis of the implementation process, have assessed the results, and have established a “go-live” date of January 2, 2008. This date incorporates input from many state agencies and allows for thorough training and understanding of the new ENCOMPASS system by state users before we switch to the new system in January.

This January 2008 ENCOMPASS implementation date does not affect the upgrade of PeopleSoft Financials v8.4 to v8.9 which is scheduled to occur in March of 2007.

### Mapping to the New Chart of Accounts

The Encompass Technical Team has been working on the data conversion process that will be used to convert PeopleSoft data. An important component of this conversion process is the Chart of Accounts “map” which relates a current chartfield string to the corresponding new string.

We will provide each agency a data mapping tool in March where some of the new chart fields will be pre-populated and agencies will set the remaining new values for their set of accounts. The tool will include a mass change capability where multiple records can be updated at the same time. More detailed information will be provided when this activity gets under way.

---

## Focus on Internal Control Part 2: *The Control Environment*

In the last issue, the overall benefits of a strong internal control system were explained, including meeting organizational goals, providing accurate and timely financial reports, ensuring compliance with laws and regulations, and safeguarding assets.

To achieve a good internal system in your agency, five ongoing processes must be running effectively. Without all five, the system will be susceptible to breakdowns and possible failure.

## Part 2: *The Control Environment cont...*

These processes, commonly called components, are:

- ✓ Control Environment
- ✓ Risk Assessment
- ✓ Control Activities
- ✓ Information and Communication
- ✓ Monitoring

The first component, Control Environment, is the organizational structure and culture created by management and employees to sustain organizational support for effective internal control. It is the foundation for all other components of internal control, providing discipline and structure.

This environment must be set by management, who must set an atmosphere of integrity and ethical values, incentives, consistent disciplinary measures and elimination of temptations, realistic performance targets, communication of goals and expectations to all employees at every level.

In the next issue of the Magnet: Risk Assessment

---

## Support & Training

### GMIS Walkthrough of ENCOMPASS Upgrade Version 8.9

ENCOMPASS version 8.9 looks very similar to version 8.4, but there are some differences. In order to learn more about version 8.9, GMIS conducted several walkthrough training sessions for state employees. Overall, 99 people attended the sessions from 32 different state agencies.

*\*\*\* If you were not able to attend one of the sessions and still have the desire to do so, please contact the ENCOMPASS team at [encompass@sba.in.gov](mailto:encompass@sba.in.gov). \*\*\**

### New Chart of Accounts Presentation

Over the past couple of months, many of you have attended the New Chart of Accounts Presentation. This presentation introduces ENCOMPASS users to the structure of the new Chart of Accounts and broadly explains the intended use for each of the new chartfields. It highlights specific Chart of Account changes that will occur when ENCOMPASS is implemented.

Overall, 134 people attended from 49 different state agencies. If you were not able to attend or would like to review the presentation at any time, the document is available on the ENCOMPASS website at <http://myshare.in.gov/sba/encompass>.

---

## Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen appears, click cancel.  
ENCOMPASS Website Address: <http://myshare.in.gov/sba/encompass>

Please email us at:  
[encompass@sba.in.gov](mailto:encompass@sba.in.gov)

If you have technical issues submit them to GMIS at  
[http://extranet.in.gov/gmis/issue\\_entry/base/issue\\_entry.asp](http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp)